

## Instructions for Using the NCJLA Home Game Submission Template

The NCJLA will be using a spreadsheet template for submitting home game schedules. This document is being provided to help schedulers avoid common mistakes with using the template from the Arbiter Sports website. For questions related to the submission template please email [execdirector@ncjla.org](mailto:execdirector@ncjla.org) or [webmaster@ncjla.org](mailto:webmaster@ncjla.org)

### Required Information Before Beginning Home Game Entry on the Template

1. Official name for the field where the game(s) will be played.
  - a. Arbiter Sports does not allow common names or nicknames for fields.
  - b. Your game will not be imported if the correct name is not used.
2. Official name for the field SUBSITE where the game will be played.
  - a. All fields must have a subsite name such as "stadium", "field 1B" or "grass field".
3. Name of the team that was submitted to the NCJLA for team registration for that season.
  - a. For the game to be imported the name must match the official name for the team. You cannot use an abbreviation or mascot.

You can check all these items on the NCJLA Home Game Submission Template by clicking on the right-hand corner of the cell on the spreadsheet. A drop down of the field names, subsites and teams will appear. Email the assignor for fields or team names to be added. \* ([assignor2@ncwlo.org](mailto:assignor2@ncwlo.org) for the girl's template and [snaidman@yahoo.com](mailto:snaidman@yahoo.com) for the boy's template). The assignor will send you a **new** template with the names added.

*\*Please note the NCJLA and the assignors have no control over the names of the fields. Arbiter Sports controls that set of data for all sports. To request that a field name be changed or added to Arbiter Sports call 1-800-311-4060.*

### Confirm Template Drop Downs You Need Are Available

#### Home Team Name Drop Down-

- Before starting to enter games on the template check that your current season teams are listed.
- If a team is NOT listed, please email [webmaster@ncjla.org](mailto:webmaster@ncjla.org) with the full team name and division.

F	G	H	I
Sport	Level	Home Team	Away Team
Lacrosse	NCJLA Boys 14U-B	<input type="text"/> <ul style="list-style-type: none"> <li>Davis B14Bv</li> <li>Delta Breeze B14Br</li> <li>Diablo Scorpion Fire B14Bv</li> <li>Diablo Scorpion Pincers B14Bv</li> <li>Diablo Scorpion Rebels B14Br</li> <li>Diablo Scorpion Stingers B14Bv</li> <li>Diablo Scorpion Venom B14Bv</li> <li style="background-color: #0056b3; color: white;">El Dorado Hills Blue B14Bv</li> <li>El Dorado Hills Gold B14Bv</li> <li>El Dorado Hills White B14Br</li> <li>Elk Grove Gladiators B14Bv</li> <li>Fair Oaks Broncos B14Br</li> </ul>	

### Field Name Drop Down (Site)

- Before starting to enter games on the template check that the fields you plan to use are listed.
- If a field is NOT listed, please email [webmaster@ncjla.org](mailto:webmaster@ncjla.org) to have the field name added.

J	K
Site	Subsite
<input type="text"/> <ul style="list-style-type: none"> <li>Aragon High School</li> <li>Arden MS - Field 1</li> <li>Arden MS - Field 2</li> <li>Argonaut Elementary</li> <li>Arroyo Park</li> <li>Bartholomew Sports Prk 1(7)</li> <li>Bartholomew Sports Prk 1(2)</li> <li>Bartholomew Sports Prk 3</li> <li>Bayfront Field</li> <li>Beach Chalet 1</li> <li>Beach Chalet 2</li> <li>Beach Chalet Fields</li> </ul>	

### Subsite Name Drop Down (Subsite must be related to the field name above)

- Before starting to enter games on the template check that the subsites you plan to use are listed.
- If a field subsite is NOT listed, please email [assignor2@ncwlo.org](mailto:assignor2@ncwlo.org) (girls' template) or [snaidman@yahoo.com](mailto:snaidman@yahoo.com) (boys' template) to have the field name added.

Site	Subsite
Davis HS	
	Davis HS FB Stadium
	Davis HS Field #1
	Davis HS Field #2
	Field
	Field #1
	Field #2
	Field JV
	Grass #2 East Field
	Grass (Yudin Field)

## Entering Home Games on the Template

Once you have completed scheduling with other teams you should enter your HOME games on the NCJLA Home Game Submission Template. Schedulers must make sure that the data they enter follows the format set by Arbiter Sports. For clubs with boys' and girls' teams they will have two separate templates to submit to the NCJLA. Please confirm that you are using the boy's version for boys' games and girl's version for girls' games.

**Date:** The date of the game must use the format of mm/dd/yy (example: 01/14/17).

-Note that TBA dates are not allowed.

-If you do not know the date pick a random date for the time being that falls between 2/28/2021 and 5/30/2021.

**Time:** The time of the game must use the format of HH:MM AM/PM (ex: 12:00 PM).

-Note that TBA times are not allowed.

- If you are still waiting on exact field times for the season, please enter 8:00AM or similar so that the game can be accepted by arbiter sports website.
- You will need to submit a game change request once the form is opened for the season and you know the exact time of the game.

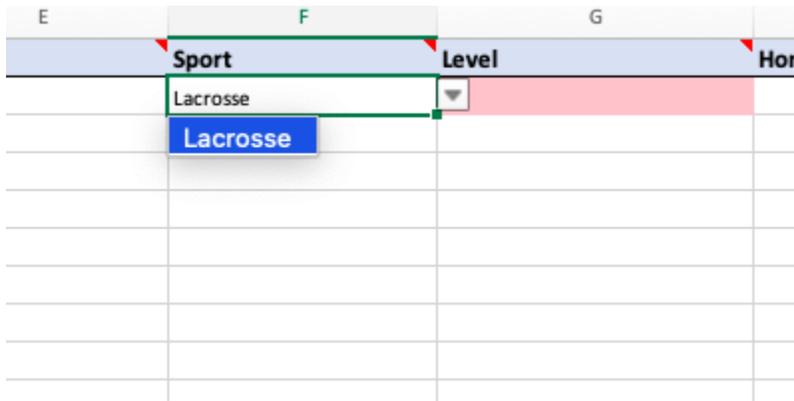
**Game ID:** LEAVE BLANK

**Custom Game ID:** LEAVE BLANK

**Partner:** LEAVE BLANK

**Sport:** enter “Lacrosse”.

–Note that if the sport “Lacrosse” is not entered into this column, then that game will not be imported.



E	F	G	
	Sport	Level	Hor
	Lacrosse		
	Lacrosse		

**Level:** The level of the sport that applies to the game.

–Note that if the Level is not in the list of Levels from the template drop-down list, then that game will not be imported. Please contact the assignor to have it added and **NEW** template sent for you to use.

–If the teams that are playing are from different divisions please use the HIGHER division. EX: Home team, 14UB vs VISITING team, 14UA– use 14UA



Level	Home Tea
NCJLA Girls 10U	
NCJLA Girls 12U-A	
NCJLA Girls 12U-B	
NCJLA Girls 14U-A	
NCJLA Girls 14U-B	
NCJLA Girls High School	

**Home-Team:** The Home Team on the game. – (Required)

-Note that if the Team Name is not in the list of Home Teams from the template drop-down list, then that game will not be imported. Please contact the assignor to have it added and **NEW** template sent for you to use.

Level	Home Team	Away Team
NCJLA Girls 12U-B	Berkeley Bears G12Bv	Alameda
	Alameda Attack G12Bv	
	Berkeley Bears G12Bv	
	Central Marin Blue Jays G12Br	
	Central Marin Blue Jays G12Bv	

**Away-Team:** The Away Team on the game. - (Required)

Home Team	Away Team	Site
Berkeley Bears G12Bv	TBD	California
	Coyotes Gold G12Bv	
	Davis G12Br	
	Davis G12Bv	
	Diablo Scorpion Attack G12Bv	
	Diablo Scorpion Swarm G12Bv	
	Diablo Scorpion Venom G12Bv	
	El Dorado Hills Blue G12Bv	
	El Dorado Hills Gold G12Br	

- Note that if the Away Team Name is not in the list of Away Teams from the template drop-down list, then that game will not be imported because that team is not recognized as an NCJLA Registered Team for that season. There are a few ways to correct this:

1. Contact the NCJLA Webmaster to see if that team has registered for the current season. If the TEAM is registered the NCJLA Webmaster will contact the official's assignors on your behalf and have the team added and a NEW template sent for you to use.
2. List the AWAY Team as **TBD**. If you choose to use this feature, please keep in mind that the following will occur once the game is imported:
  - a. The AWAY TEAM will NOT be able to see the game on their schedule or in arbiter sports. The HOME Team will be able to see the game on their home game schedule.

- b. The HOME TEAM will be billed for ALL Officials Fees.

Home Team	Away Team
Berkeley Bears G12Bv	TBD
	Sierra Foothills G12Br
	Skyline G12Br
	Skyline G12Bv
	Sonoma G12Br
	Sonoma G12Bv
	TBD
	Tomahawks G12Br

\****Special Situations:*** All games between NCJLA Registered Teams and Non-NCJLA Registered Teams will need to use the following format in order to be imported to arbiter sports:

1. The Home Team must be an NCJLA Registered Team for that season and selected from the drop-down menu.
2. The Away Team must be listed as TBD and selected from the drop-down menu.
3. If the NCJLA Registered Team is the AWAY team they must use the NON-NCJLA Registered Team's arbiter sports import process. The NCJLA does not control the game import process for Non-NCJLA Registered Teams, please contact their webmaster or scheduler.
  - a. If the NON-NCJLA Registered Team does not have an official's contract to secure officials, we recommend that the game location be changed to the NCJLA Registered Team's home field and be listed as the HOME TEAM. The NCJLA Registered Team will need to collect half of the game fees from the Non-NCJLA Registered Team since both officials' fees will be charged.

**Site:** The site where the game is played. (required)

-Note that TBA sites are not allowed. If the site is not in the list of Sites from the template drop-down list, then the game will not be imported. Please contact the assignor to have the site added and a new template sent for you to use.

Site	Subsite
Diablo Vista MS	▼
Del Campo	
Del Oro HS	
Diablo Valley College	
Diablo Vista MS	

**Sub-site:** The sub-site within the Site where the game is played. - (required)

-If the sub-site is not in the Sub-site drop down list then the game will not be imported. If you need a subsite name added please contact the assignor and a new template will be sent for you to use.

Site	Subsite
California Memorial Stdm	Memorial Stadium
	Memorial Stadium
	Memorial Stadium 1

**Bill-To:** The party that is responsible for paying and invoicing fees (optional).

- Enter NCJLA. This is a service that the NCJLA provides to NCJLA Registered Teams.

### *Questions?*

**NCLRA- NorCal Lacrosse Referees Association (Boys Home Games)**

Alex Snaider, assignor, [snaidman@yahoo.com](mailto:snaidman@yahoo.com)

Chris Gehrke, NCJLA Boys Director, [boysdirector@ncjla.org](mailto:boysdirector@ncjla.org)

**NCWLO- NorCal Women's Lacrosse Officials (Girls Home Games)**

Laura Jennings, assignor, [assignor2@ncwlo.org](mailto:assignor2@ncwlo.org)

Erin Kramer, NCJLA Girls Director, [girlsdirector@ncjla.org](mailto:girlsdirector@ncjla.org)

**NCJLA Webmaster (Submission Process, Adding Teams, Game Changes and Additions)**

Dan Miller, [webmaster@ncjla.org](mailto:webmaster@ncjla.org)